

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## POSITION VACANCY ANNOUNCEMENT

### CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

**ANNOUNCEMENT NO:** CFSA-08-P083  
**OPENING DATE:** 06/24/08  
**IF "OPEN UNTIL FILLED"**  
**FIRST SCREENING DATE:** 7/08/08

**POSITION:** Social Worker Program Manager, MS-301-14  
**CLOSING DATE:** Open Until Filled  
**SALARY RANGE:** \$88,545 - \$123,963 PA

**WORK SITE:** WASHINGTON, D.C.  
**PROMOTION POTENTIAL:** NONE

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday  
**AREA OF CONSIDERATION:** UNLIMITED  
**NO. OF VACANCIES:** One (1)

**AGENCY:** Child and Family Services Agency (CFSA), Office of Deputy Director Program Operations (ODDPO), Child Placement Agency Monitoring Division (CPAMDA)  
**DURATION OF APPOINTMENT:** MANAGEMENT SUPERVISORY SERVICE (AT WILL)

**"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

#### BRIEF DESCRIPTION OF DUTIES:

The incumbent will manage the development and implementation of the Child Placement Agency Monitoring Division's policies, procedures and initiatives to ensure that the quality of services provided by contracted private agencies are in compliance with "Best Practice" standards and Agency policy and procedure protocols; determines program goals, objectives, and guidelines, develops and implements policies and procedures, evaluates program effectiveness and compliance, initiates corrective actions or revisions. Provides training, organizational development support and technical assistance to child placement agency providers and evaluates program accomplishments; participates in the conceptual design of performance improvement strategies based on standards of practice consistent with the goals set by the Amended Implementation Plan. Disseminates and interprets regulations, policies and procedures to contracted agencies; coordinates internal and external personnel and activities to identify needs, problems and accomplishments of CPAMD programs; effectively utilizes performance improvement activities to meet performance-based contracting requirements. Monitors and tracks performance outcome trends of CPAMD providers and performance improvement activities that address issues such as effectiveness of services, efficiency of functions and improvement of children and youth outcomes; provides advice and interpretation of the Child Placement Agency Monitoring Division regulations, policies and procedures for supervisory staff; creates reporting documents utilized for tracking performance improvement activities, trends and patterns. Works in collaboration with the Contracts and Procurement Administration to plan corrective actions to meet contract requirements, CFSA guidelines and regulatory compliance. Ensures that the performance improvement plans are implemented and monitored; conducts research on best practices and utilizes skills in the development, modification and presentation of narrative and statistical reports; plans and directs the work of the Division and monitors service delivery and staff compliance with statutory guidelines and regulations and agency policies and procedures; exercises the full range of managerial authority over subordinate staff. Monitors Program Monitor staff work directly or through Supervisory Program Monitors. Evaluates supervisory employee performance. Participates in the process of hiring new staff and ensures appropriate program staff ratios. Manages personnel activities within the program; guides supervisory staff in the implementation of performance standards. Develops the Child Placement Agency Monitoring Division training plan; administers training and arranges training opportunities, assigns and reviews work and special projects; interfaces with CFSA management levels and other organizational agencies and jurisdictions; directs the monitoring of maintenance of child placement agency case records; performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

#### SELECTIVE PLACEMENT FACTORS

Masters degree in Social Work

DC Licensure-Independent Clinical Social Worker(LICSW)Preferred

A valid driver's license and access to a vehicle is required

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of child welfare theories, principles, best practices and techniques necessary to provide care and services for children in order to evaluate quality of care and services being provided;
2. Thorough knowledge and understanding of D.C. and Federal laws and regulations related CPAs;
3. Demonstrated skills in interpersonal relationships in order to deal tactfully with the agency's management officials, public, and non-profit Chief Executive Officers and senior management staff;
4. Knowledge of performance improvement principles, procedures and techniques in order to draw conclusions and recommend appropriate actions and or solutions to improve performance;
5. Demonstrated knowledge and experience with improving organizational performance in human services setting and in enhancing public/private organization relationships;
6. Excellent oral communication skills and ability to write clearly and concisely.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b><u>TO APPLY:</u></b>			
<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfasajobs@dc.gov">cfasajobs@dc.gov</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES AMINISTRATION

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